

**TENNESSEE DEPARTMENT OF STATE
TENNESSEE STATE LIBRARY AND ARCHIVES
LIBRARY SERVICES AND TECHNOLOGY GRANT
FY 2007-08 DIRECT SERVICE GRANT
SERVICES FOR THE DISADVANTAGED**

NAME OF LIBRARY: _____

GRANT CATEGORY _____

POINTS

ASSIGNED Points will be assigned based upon the potential strengths of each section.

_____ **Section I. General Project Description (15 points)**

1. Clarity of overview of the project

_____ **Section II. Community Need and Projected Users (10 points)**

1. Documentation of needs of library users
2. Citations for statistics
3. Evidence of serving disadvantaged or underserved populations
4. Communication with community to determine need

_____ **Section III. Community Collaboration (10 Points)**

1. Identification of other service providers
2. Documentation of collaboration with other service providers
3. Coordination with administrators of other service providers
4. Clarity and confirmation of agreed upon responsibilities with other agencies

_____ **Section IV. Activities and Timeline (15 points)**

1. Understanding of the steps necessary and the time required to achieve objectives
2. Feasibility of the activities

_____ **Section V. Publicity (10 points)**

1. Uses various methods to reach community
2. Detailed plans for the publicity and marketing of the program/service

_____ **Section VI. Budget Statement (15 points)**

1. Relationship and feasibility of budget to **Goals and Intent of Project**

_____ **Section VII. Budget Narrative (15 points)**

1. Completeness of documentation of budget items (citation from vendors, etc.)
2. Accuracy of documentation of budget items

_____ **Section VIII. Outcomes (15 points)**

1. Relationship of evaluation to **Statement of Need** as evidenced in **Goals and Activities**
2. Description of statistics to be collected and the methods that will be used to collect them
3. Evidence that statistical data showing conditions at the beginning of the project is available or will be collected
4. Proposed evidence that change has occurred for those who are disadvantaged in the library service delivery area (expected outcomes)
5. Understanding the need for both Outcome and Output Evaluation to measure program successfully

_____ **Section IX. Future Plans for the Project (10 points)**

1. Identification of source of support for continuation
2. Confirmation of local commitment to continuation of the project

_____ **Section X. Previous LSTA Direct Service Grants**

If a Direct Service Grant has NOT been issued in the past 3 years, add 10 points.

_____ **Section XI. Grant Workshop**

If applicant attended either grant workshop offered by the Tennessee State Library and Archives, add 10 points.

_____ **TOTAL ALL POINTS FROM PAGE ONE AND PAGE TWO** (No more than 130 total points are possible)

ADDITIONAL COMMENTS: Your constructive comments are welcome and helpful to the applicant when they evaluate the merits of their proposal. (Use the back of this form if needed)

Reviewed by: _____ **Date:** _____

Revised January, 2007